

EUROPEAN MARKETING ASSISTANT

Department: Group Marketing
Reporting to: Group Head of Programme Management

ROLE AND RESPONSIBILITIES

Background to & purpose of role:

To provide support to the European Marketing Managers who cover France, Spain, Italy, Norway and Sweden. This role will be based in CMC's London Office.

Key responsibilities:

To support the Marketing Managers in France, Spain, Italy, Norway and Sweden in various tasks listed below and any other marketing projects that may arise.

Tasks:

Responsible for processing all marketing related invoices for each region:

- Up loading the invoices on team zone
- Completing the invoice excel sheet
- Raise iProcurement requests
- Match invoices with iProcurement
- Input new suppliers

Responsible for preparing, testing and sending out email campaigns via Smart Focus:

- Education emails
 - Set up a new webinar email each month
 - Email for the webinar link to attendees
 - Send thank you email after the webinar
- Product emails
 - Create translated versions of the English copy
- Monthly market hours emails
 - Update a trading hours table
 - Upload the table to the website (s)
 - Update the link to the a pre-prepared template

Other duties:

- Amend website content, if linguistic ability permits it
- Liaise with translation agencies or assist with ad hoc translations
- Liaise with other media agencies
- Collate and create reports as required
- Assist all European Marketing managers or Heads of Distribution with other projects or tasks, as required.

In order to succeed, the candidate must:

- Build and maintain strong relationships with all European Marketing Managers and Heads of Distribution
- Ensure personal/professional development to meet the changing demands of the role.
- In all internal and external contact, present a professional and positive image of the department and CMC Markets, as well as maintaining constructive relationships.
- Take all reasonable steps to ensure appropriate confidentiality.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role.

DESIRED SKILLS AND EXPERIENCE

Essential criteria

- Must be Italian, French or Spanish native speaker, as well as business fluent in English
- Strong multi-tasking and organisation skills
- Excellent attention to detail
- Strong communication (both written and verbal) and interpersonal skills
- Ability to work to targets and tight deadlines
- Good knowledge of MS Office
- Self-motivated and driven; able to act on own initiative

Desirable criteria

- 1-2 years' experience in Marketing
- Degree qualification
- Product knowledge of CFDs and foreign exchange
- Experience or knowledge of using Smart Focus
- Experience or knowledge of using iProcurement
- Experience or knowledge of using Drupal
- Experience or knowledge of using Dreamweaver

KEY OBJECTIVES/KPIS

- To be defined upon commencement of employment

KEY RELATIONSHIPS

- 3 x European Marketing Managers
- Group Marketing team
- Regional Heads of Distribution
- Web Development

COMPETENCIES

- Communication
- Team Work
- Customer Focus
- Resilience & Adaptability
- Problem Solving

Job Holder Name: _____

Job Holder Signature: _____

Manager Name: _____

Manager Signature: _____